

**BYE LAW**

**Annual General Meeting**

Approved – April 2023

* 1. Annual General Meetings shall be held in accordance with constitution. The meeting may be called in person, digitally or held as a hybrid.

### Business

* 1. An Agenda for Student Members Meetings should be prepared and circulated in advance of the meeting 14 days prior to the AGM as well as a call for questions for representatives.
	2. The business to be conducted at Student Members Meetings should include but is not limited to:
		1. approving of minutes of the previous annual Student Members’ meeting;
		2. receiving the report of the Trustees on the Union’s activities since the previous annual Student Members’ meeting
		3. receiving the accounts of the Union for the previous financial year
		4. Noting the list of affiliations of the Union
		5. appointment of auditors
		6. open questions to the Trustees by the Student Members
		7. questions for SU Representatives (e.g. President, Vice President, SU Exec or Student Trustees)
		8. discussion and voting on resolutions (referenda or policy) relevant to issues to student experience.
	3. Questions submitted should be submitted no later than 3 working days prior to the AGM.

### Quorum

* 1. No Decision shall be made at any Student Members Meeting unless a quorum is present. 1% of Students’ Union members are entitled to vote upon the business shall be the quorum.
	2. If such a quorum is not present, the meeting shall continue that day but no resolution may be put to vote. The Chair may use the meeting to gauge student opinion. Any resolution due to be put to a vote at that meeting shall be referred to the trustees who should consider;
		1. Approving any standing items or agenda business where it can be reasonably assumed to be in the best interests of the students’ union, charity or business. This could include but is not limited to approving minutes, noting reports, affiliations, auditors and accounts.
	3. Where no quorum is present but no resolutions are required the AGM can be considered complete with delegated action to the Board of Trustees to approve any remaining item agendas
	4. Where no quorum is present and resolutions are due, the Board of Trustees are instructed to ensure resolutions are completed in line with student interest either via consultation, referenda or via Board vote.
		1. Where the Board wishes to make a vote there should be an equal number of student trustees to external/lay trustees.
	5. In cases where the AGM is split over multiple locations the quorum is counted as the total number of voting members present at all locations.

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### Votes of Members at AGM

* 1. A resolution put to the vote of an AGM shall be decided on a show of hands and every member shall have one vote.
	2. Every resolution shall be decided by a simple majority of the votes cast unless the constitution or this bye-law provides otherwise.
	3. Every resolution shall have the options of ‘For’, ‘Against’ and ‘Abstain.’

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### Chair

* 1. The President of the Students’ Union shall preside as Chair of the meeting.
	2. In the absence of the Union President the Deputy Chair of the Board shall chair. In the absence of both the President and the Deputy Chair of the Board, those in attendance shall cast a vote for the chair from those in attendance.